

# Job Seeking Skills Workshops

## February 2013

★ **Midvale Employment Center**  
**7292 South State Street • Midvale**

- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.



### RESUMÉ WRITING:

Feb 4	9:00 AM–11:30 AM
Feb 7	1:00 PM–3:30 PM
Feb 11	1:00 PM–3:30 PM
Feb 12	1:00 PM–3:30 PM
Feb 19	9:00 AM–11:30 AM
Feb 21	1:00 PM–3:30 PM
Feb 25	9:00 AM–11:30 AM
Feb 26	9:00 AM–11:30 AM

### INTERVIEWING SKILLS:

Feb 4	1:00 PM–3:30 PM
Feb 11	9:00 AM–11:30 AM
Feb 12	9:00 AM–11:30 AM
Feb 14	1:00 PM–3:30 PM
Feb 25	1:00 PM–3:30 PM
Feb 26	1:00 PM–3:30 PM

### NETWORKING STRATEGIES:

Feb 5	1:00 PM–3:30 PM
Feb 19	1:00 PM–3:30 PM

### RESUMÉ WRITING:

Learn how to develop an effective resumé that will get you an interview.

### INTERVIEWING SKILLS:

Strategize ways to confidently complete an interview.

### NETWORKING STRATEGIES:

Learn how to design and implement a networking plan.

**Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)**



*Equal Opportunity Employer/Program*

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.  
Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.